

## McConnell, Kate

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**From:** Thomas, Mark W. <MThomas@pennoni.com>  
**Sent:** Thursday, January 03, 2013 9:33 AM  
**To:** McConnell, Kate  
**Subject:** RE: SPEX-2012-0036 Notification Affidavit

I don't have these documents and am uncomfortable recreating them. It's the safest thing to redo the hearing. lets get the scheduling dates out and I will repost and resend the letters. We should be able to make the feb hearing and the march bos.

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**From:** McConnell, Kate [<mailto:Kate.McConnell@loudoun.gov>]  
**Sent:** Wednesday, January 02, 2013 4:38 PM  
**To:** Thomas, Mark W.  
**Subject:** SPEX-2012-0036 Notification Affidavit

Mark,

I spoke with the County Attorney about the notice affidavit. Please complete the attached template and have it signed and notarized with the current date and submit the attachments referred to in the affidavit by COB Friday, January 4. I will add this to what has already been submitted and the combination of documents will suffice for the PCPH notification affidavit.

Please note that for the Board Public Hearing, the attached affidavit must again be completed and submitted on two occasions. First, five days before the hearing and second at the public hearing.

Kate

### Kate A. McConnell, AICP

Planner - Land Use Review  
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**AFFIDAVIT**  
**REQUIRED FOR ZMAP, ZCPA, ZCON, ZMOD, RZPA,**  
**CMPT AND SPEX APPLICATIONS, APPEALS AND VARIANCES**  
**UNDER THE REVISED 1993 LOUDOUN COUNTY ZONING ORDINANCE**

REGARDING NOTIFICATION REQUIREMENTS FOR (case number & name) located on Loudoun County Tax Map/Parcel(s), and PIN#(s): \_\_\_\_\_

STATE OF VIRGINIA  
COUNTY OF LOUDOUN, to-wit:

I, \_\_\_\_\_, the undersigned, being first duly sworn, do hereby depose and certify as follows:

That in accordance with Section 6-601(A) of the Revised 1993 Loudoun County Zoning Ordinance and Virginia Code Section 15.2-2204, the property owners listed on the attached sheet were notified of the (month & day), 200\_, public hearing before the (governing body), to be held at (place; usually the Supervisors' Meeting Room, County Government Center, 1 Harrison Street, S.E., Leesburg, Virginia) at \_\_\_ p.m.

That said notification consisted of two written notification letters, the first notification mailed to each listed property owner or their agent at least 21 and no more than 30 calendar days before the referenced public hearing, and the second notification mailed to each property owner, their agent or the occupant at least five (5) days before said hearing.

That a sample notification letter and a list of the names of land owners, their agents and occupants to whom notification was sent are attached.

That said first notification was mailed from the           (name of Post Office)          , on           (date)           by (registered/certified/first class) mail.

That pursuant to Section 6-601(B) of the Loudoun County Zoning Ordinance, placards furnished by the County, indicating the date, time and place of the public hearing before the (governing body), a brief description of the matter being heard, and identifying the land which is the subject of the application, were erected on the property at least 21 and no more than 30 calendar days prior to the public hearing, and further, that said placards have been maintained up to the time of said hearing.

That the placards were posted on (month & day), 200 .

**Applicant's Signature**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200 .

**My Commission Expires:**

Notary Public